

**Memorandum of the Meeting
Study Session/Meeting
Twenty-Eighth Town Council of Highland
Monday, February 19, 2018 Presidents' Day Holiday**

The regular study session of the Twenty-Eighth Town Council of the Town of Highland was convened at the usual place, Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in the plenary meeting room on **Monday, February 19, 2018** at the special time of 6:38 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Mark A. Herak, Dan Vassar, and Konnie Kuiper were present. Councilor Steve Wagner was absent. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Additional Officials Present: Kathy DeGuilio-Fox, Redevelopment Director was present.

Additionally present: Ed Dabrowski, Contract Information Technology Consultant; Susan Murovic, Advisory Board of Zoning Appeals; Sgt. Randy Stewart, Highland F.O.P. President; were additionally present.

Guests: Richard Underkofler, Grant Consultant.

General Substance of Matters Discussed or Proposed

1. **Discuss with Mr. Elijah Aurand his request or proposal volunteering to "provide" live streaming of the Town Council meetings.**

The Town Council discussed with the IT Consultant Mr. Dabrowski, Mr. Elijah Aurand's proposal, first presented at the Study Session of Monday, February 05, 2018, to live stream meetings of the Town Council, without charge. Mr. Aurand indicated his offer is informed from a desire to promote greater engagement with regard to local matters.

Mr. Dabrowski, the IT Consultant, indicated that the streaming could be accommodated and would be either low or no costs to the Town. He further indicated that he would cause the proper in-house line to be installed to support the streaming.

2. **Discuss pending appointments for the various boards and commissions.** *The Town Council President has 7 appointments to make plus committee/liaison assignments; The Town council president has 1 other if he desires a change; Town Council has 28 appointments plus five that do not require action unless the council wishes to make a change.*

There was a cursory survey of the appointments remaining, and the proper appointing authority for each. The Town Council President indicated that he expected most of the appointments to be completed at the plenary business meeting of Monday, February 26.

3. **Discuss introduced Ordinance No. 1669 establishing a Tree Advisory Board.** *Among the issues to discuss is the nature of the appointments, whether the appointments should be at the pleasure of the appointing authority.*

The Town Council and the Clerk-Treasurer discussed the enrolled language regarding the "at will appointments" versus the "non- at-will appointments in

the composition of the proposed body. It was noted that the initial draft as prepared established the five persons appointed as “non at will” appointments. The Town Council suggested that this should be modified to reflect “at will” appointments.

The Town Clerk-Treasurer indicated that in consultation with the Town Attorney, the introduced ordinance would be revised to reflect the desired change.

4. **Discuss 1782 Notice and the reconciliation of the preliminary budget order for FY 2018, disposition of any surplus and its utility to for general increases to base pay for full-time workers.** *Discussion of ways and means.*

The Town Council and the Clerk-Treasurer discussed the import of the recently received 1782 Notices, the steps that were taken as part of the review process to correct for a sudden proposed deficit in the Corporation General Fund. The reallocation remedy was also presented, in which roughly \$143,000 of levy authority was removed from the Park General Fund and the Redevelopment General Fund, in order to bring the General Fund into surplus. However, the Clerk-Treasurer noted that the surplus was only \$78, 329 but it was likely to experience a circuit breaker loss of \$73,000 at least.

The Clerk-Treasurer presented the following “executive summary” reporting the recent requested changes to the Town Budget during the 1782 Notice review process.

Initial report from the 1782 Notice

<i>Preliminary Budget for Funds</i>	Corporation General Fund	Parks & Recreation General Fund	Redevelopment General Fund
Appropriated Spending	\$ 7,556,730	\$ 2,343,589	\$ 250,208
Total Spending:	\$ 7,556,730	\$ 2,343,589	\$ 250,208
Non tax Revenues	\$ 2,242,626	\$ 1,279,165	\$ 21,101
Property Tax Levy	\$ 5,176,203	\$ 1,194,676	\$ 286,111
Total Revenues:	\$ 7,418,829	\$ 2,473,841	\$ 307,212
Delta	(\$137,901)	\$ 130,252	\$ 57,004

<i>Likely reallocation after request Budget for Funds</i>	Corporation General Fund	Parks & Recreation General Fund	Redevelopment General Fund
Appropriated Spending	\$ 7,556,730	\$ 2,343,589	\$ 250,208
Total Spending:	\$ 7,556,730	\$ 2,343,589	\$ 250,208
Non tax Revenues	\$ 2,242,626	\$ 1,279,165	\$ 21,101
Property Tax Levy	\$ 5,319,259	\$ 1,104,038	\$ 233,444
Total Revenues:	\$ 7,561,885	\$ 2,383,203	\$ 254,545
Delta	\$5,155	\$ 39,614	\$ 4,337
Circuit Breaker	\$ (73,174)	\$ (17,777)	\$ (3,315)
	(\$68,019)	\$21,837	\$1,022

The Clerk-Treasurer further noted that the Corporation General Fund would require a reduction to appropriation to cover the estimate of lost revenue due to the circuit breaker credits in the amount of \$68,019.

The Clerk-Treasurer then provided an estimate of the cost for several iterations of possible general increases (1%, 1.5% and 2%) to base pay by fund. He noted that these would require funding by *reductions* to existing appropriations.

	Corporation General Fund	Parks & Recreation Fund	Redevelopment General Fund
1% base pay increase	\$ 315,782	\$ 106,060	\$ 19,892
<i>Needed reductions</i>	\$ 383,801	\$ 84,223	\$ 18,870
1.5% base pay increase	\$ 349,605	\$ 108,732	\$ 20,393
<i>Needed reductions</i>	\$ 417,624	\$ (21,837)	\$ 18,870
2% base pay increase	\$ 383,428	\$ 111,403	\$ 20,894
<i>Needed reductions</i>	\$ 451,447	\$ 89,566	\$ 19,872

Finally, the Clerk-Treasurer showed an estimate for increases for the Public Works Agency, noting that its pay was allocated among two departments of the Special Sanitary District Operating Fund, the Sewage Works Operating Fund, The Waterworks Operating Fund, and the two departments of the Motor Vehicle Highway Fund.

Public Works Agency	1% base pay increase	1.5% base pay increase	2% base pay increase
	\$ 315,459	\$ 323,405	\$ 331,351

Sergeant Stewart expressed concern that if no general increases to the base pay were granted, the police department would “fall behind” relative to other departments.

Councilor Zemen suggested that perhaps Department heads could be gathered to discuss where “reductions” could be found to support some sort of general increases. There was no further discussion.

- Review of the Tax abatements.** The Redevelopment Director offered a brief survey of the ten or eleven properties receiving tax abatements and reviewing with the Town Council each properties eligibility to continue in that status.

The Redevelopment Director suggested that all properties should be found in compliance and allowed an additional year under the terms of each original abatement. It was noted that the matter would be taken up at the meeting of February 26.

- Update on Miscellaneous Economic and Redevelopment Matters.** The Redevelopment Director offered a brief status update on the progress of Maria’s Restaurant to relocate. She also reviewed with the Town Council the likely relocation of the Skateboard Shop located on Kennedy Avenue to a location in Griffith. She noted

that there was a special opportunity but no undue economic incentive that she could find that was a catalyst for the relocation.

7. **Matters likely to be on the Agenda of the Plenary Business meeting of Monday, February 26, 2018.** The Town Council and the Clerk-Treasurer reviewed the listed matters that were presented as likely to be placed on the agenda. The Town Council President indicated that most of the appointments would be taken up at that meeting as well.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, February 19, 2018**, was adjourned at 7:32 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer